

	<p align="center">Minutes of the Academic Standards and Quality Development Committee held by way of Microsoft Teams on Thursday 15th October 2020 9- 11 am</p> <p align="center"><i>Members are reminded of the requirement that they disclose any interest they may have in matters to be considered at the meeting. Guidance may be obtained from the Clerk.</i></p>
	Present
	Professor Prue Huddleston (PH)(Chair) Sir Dexter Hutt (DH) Veronica Docherty (VD) Cliff Hall (CH) Angela Myers (AM) Tracey Pearce (TP) Natalie Alleyne (NA)
	In attendance
	Hazrat Islam (HI) Sue Hopewell (SH) Jan Myatt (JM) Anna Jackson(AJ) Ben Gamble (BG) Katie Dyer (KD) (Part attendance) Bethany Pritchard (BP)(Student) (Part attendance) Ranisa Jabeen (RJ) (Student) (Part attendance) Lily Wales (LW) (Student) (Part attendance) Stephen Belling (SB)
1(i)	Minutes of the meeting held on 11th June 2020
	IT WAS RESOLVED THAT A21: 01 The minutes of the meeting held on 11 June 2020 be agreed as a true and accurate record of the meeting.
1(ii)	Notes of the ASQD Deep Dive on 17 September
	IT WAS RESOLVED THAT A 21:02 The minutes of the Deep Dive on 17 September 2020 be agreed as a true and accurate record of the deep dive.
1(iii)	Actions Log
	Progression of the actions arising from the meeting held on 11 June 2020 was noted.
2	Principal's Report
	CH provided Governors with an update on key events and activities since the last meeting of the ASQD as set out below. Ofsted Assurance Visit <ul style="list-style-type: none"> • The Ofsted Assurance visit had gone well. The visit explored 3 main themes: <ul style="list-style-type: none"> ○ How the College had adapted its work to deal with Covid. ○ How teachers had planned and delivered learning. ○ Student and staff well-being.

- The Inspectors met with senior staff, support staff, students, key stakeholders and employers. They did not attend any classes but did visit the Matthew Boulton campus.
- Staff said it felt like professional dialogue and felt enlivened by the dialogue.
- The visit will result in a short report of approximately 750 words which will be published on the Ofsted website.

SH advised:

- Inspectors had been true to their word of it not being an inspection and had been no review of any documents.
- Inspectors had triangulated feedback from senior leaders, managers and teaching staff and the process showed communication had been effective across the College
- Staff had found the visit to be a very positive experience.

Internal Survey on response to Covid.

- A survey had been circulated to all staff about the College's response to Covid 19. Staff were asked to rate various activities using a scoring system of 1-5.
- The overall rating was 3.9 which had been regarded as a generally positive response from staff.
- The College's implementation group and task force continues to function.
- Daily reports are provided to Birmingham City Council and the Department for Education.
- So far 14 students and 5 members of staff have tested positive.

Black History Month

- The Curriculum Team and BAME network created a strong programme of activities for Black History Month with a good number of events and inspirational external speakers
- The BAME network produced a newsletter to coincide with the Black History Month programme

NA advised that live interactive sessions had gone very well with over 80 staff attending some events.

Student Voice

- The College has accepted an invitation to take part in a student voice related initiative programme called Leaders Unleashed.

International Holocaust definition of Anti- Semitism

- The College has responded to Gavin Williams request for Higher Education establishments formally adopt the International Holocaust definition of anti- Semitism.

End of Term

- A decision has been made to bring forward the end of term to Friday 11 December.
- Monday 14th December has been designated a staff development day.
- The College is to be closed from 18th Dec
- Staff are to be granted an additional 4 days holiday to take account of the extreme working conditions that have existed during the pandemic. The decision has been received very positively.

Virtual Open Days.

Virtual open days are being held and appear to be going well.

	<p>The Chair noted the tremendous effort people had made in making sure the College responded to the Covid situation so well.</p>
3	<p>Enrolment Update</p> <p>CH advised Governors: -</p> <ul style="list-style-type: none"> • The College has continued to enrol across all teaching levels. • 16- 18 enrolments are still happening in small numbers. • Apprenticeships enrolments are steady. • HE enrolments are down. • Adult enrolment is very low but traditionally builds and fluctuates during the course of a year. A clearer position should be available next term. • A piece of work with the Department of Work and Pensions (DWP) is being done to get more adults into provision at Matthew Boulton College. <p>Governors Question.</p> <p>1. <i>Are the enrolment figures for adults replicated across other Colleges?</i> (VD)</p> <ul style="list-style-type: none"> • CH advised that from communications with other Colleges in the West Midlands the position is similar.
4	<p>Student Outcomes 2019/20</p> <p>SH presented the report in the Committee Pack entitled “Interim 2019/20 Outcomes Report” and advised:</p> <ul style="list-style-type: none"> • Ofsted will not review the outcomes for 2019/ 20. • Some exams couldn’t be taken because of Covid and the inability to complete the practical aspects of their assessment e.g. with the horticulture courses. • Data relating to apprenticeships is in the process of being collected. • Outcomes for Level 2 and 3 for 16- 18 are looking strong and appear to be ahead of national rates and last year’s achievements. • Entry and Level 1 will not outturn above GFE rates. • There is some struggling with learner engagement because of digital poverty. <p>Governors’ Observations and Questions</p> <p>1. <i>Where are Re Entry and Level 1 students</i> (PH)</p> <ul style="list-style-type: none"> • SH advised many still continuing their studies, others are seeking to engage /re – engage, and some have gone off the College’s radar. <p>2. <i>What happens to students who have failed?</i> (VD)</p> <ul style="list-style-type: none"> • SH- advised if they continue their learning they can be taken over to the second year. <p>3. <i>Is there a concern re certificate courses and access to HE?</i> (AM)</p> <ul style="list-style-type: none"> • SH advised that outturn is similar to last year; some have done really well and others not so well.

	<ul style="list-style-type: none"> This area would stay on Quality Improvement Plan as it has not been possible, because of Covid to implement some of the initiatives that had been planned.
5	Complaints Report
	<p>SH presented the report in the Committee Pack entitled “Complaints Report” and advised:</p> <ul style="list-style-type: none"> The report was the final report of the year. Complaints that could be dealt with by a tutor or departmental manager are not referred to in this report. The complaints referred to in this report are dealt with by an impartial person who aims to investigate and respond within 15 days. The focus for this year has been timely responses and keeping the complainant informed if a complaint could not be dealt with in the 15- day time frame. 76% of complaints were resolved within 14 days. 24% were more complex and required more time to process. 3 complaints remain open but are being dealt with. The level of complaints is similar to last year The report details the types and sources of complaints. 2 complaints were submitted by anonymous complainants: these are difficult to respond to: requests for further details were made but no responses were provided. The complaints were therefore closed but retained on the list so that if similar complaints are received in the future they can be tracked back. The majority of complaints relate to curriculum and course issues and the balance relate to fees. Work has been done to identify patterns, take actions to address them and change processes where necessary and possible. 14 compliments were also received. <p>Governors’ Observation and Questions</p> <ol style="list-style-type: none"> <i>1. Is there any sense of triangulation regarding complaints and issues relating to performance management? (VD)</i> <ul style="list-style-type: none"> SH advised most complaints are isolated incidents. Some do however relate to situations where further training has been provided for example in relation to implementation of the Ready, Respectful, Safe policy. <i>2. How concerning are the anonymous complaints? (AM)</i> <ul style="list-style-type: none"> SH advised that the complaints related to issues covered by the Ready Respectful Safe training and so it was anticipated the issue would have been addressed. <i>3. Were the complaints from staff or students? (NA)</i> <ul style="list-style-type: none"> SH advised they were complaints about staff from students and not to an historic incident concerning homophobia. <i>4. Are any complaints unpleasant or threatening?</i> <ul style="list-style-type: none"> Some complaints could be regarded as unpleasant. Having a Complaints email helps to mitigate against that.

6	Student Focus Panel presentation
	<p>SB introduced KD, BD, RJ and LW to Governors for a discussion about what questions a Student Focus Panel would ask candidates applying to be the College's next Principal. From discussions it was recommended that the panel might ask:</p> <ul style="list-style-type: none"> • What does a Principal do? • How will they get to know students? • What is the job of a principal? <p>Traits that would be looked for in a new Principal were:</p> <ul style="list-style-type: none"> • A sense of ambition and passion for the College. • A willingness to listen to everyone. • Confidence in their ability to speak and engage with all students.
7	Matters for referral to Corporation
	<p>Governors then reviewed the work undertaken during the meeting and determined that matters to be brought to the attention of Corporation were:</p> <ul style="list-style-type: none"> • General direction of outcomes – emphasising student success. • Involvement of students in the new principal recruitment process. • Those aspects of the Principal's report which refer to progress against the College's strategic objectives. • The Ofsted Visit. • An update on enrolment. • Achievements and awards which should be acknowledged and celebrated. • Reference to the good work being done by the Careers Service. • Reference to the Star of the Month.
8	Any other business
	<ul style="list-style-type: none"> • CH advised Governors of a programme of training being done with Click who help colleges prepare for an Ofsted inspection. • CH confirmed that Governors could take part in the training. • CH confirmed that a misleading article around the Principal's salary had been corrected. • CH advised that 4 students have been invited to take part in a training programme by the Paul Hamlin Foundation • PH asked that staff be thanked for their hard work.

Signed *Prue Huddleston*
Prue Huddleston (May 10, 2021 16:38 GMT+1)

Chair: Prue Huddleston

ASQD Minutes - 15 October 2020

Final Audit Report

2021-05-10

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